

**HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES' MEETING
JANUARY 14, 2014**

FEB - 4 2014

TOWN OF ELLINGTON
TOWN CLERK'S OFFICE

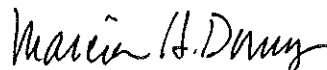
- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:30 PM. Members present were Mary Blanchette, Mary Clements, Janet Wieliczka, Dick Petrucci, Patricia Grundman, Children's Librarian and Assistant Library Director, and Library Director Susan Phillips. Peter Nickerson was absent. Marcia Downs was present as Recording Secretary.
- II. Citizens' Forum – Lisa Kuraska, a staff member, was present at the meeting.
- III. Approval of Minutes of the November 19, 2013 Meeting – The minutes were reviewed by the members present and were unanimously accepted as written (Wieliczka/Clements). The December meeting had been cancelled.
- IV. Election of Officers – Mary Blanchette made a motion to nominate John Halloran as Chair of the Library Board, Mary Clements as the Treasurer, and Mary Blanchette as the Secretary, second by Janet Wieliczka, unanimously approved.
- V. Appointment of Recording Secretary – Mary Blanchette made a motion to re-appoint Marcia Downs as the Recording Secretary of the Library Board, second by Janet Wieliczka, unanimously approved.
- VI. Appointment of Library Director – Mary Blanchette made a motion to re-appoint Susan Phillips as the Library Director, second by Mary Clements, unanimously approved.
- VII. Treasurer's Report – The Treasurer's Report for December 2013 was read by Marcia Downs, including all three account totals.
- VIII. Current Year Budget – Sue Phillips distributed a copy of the Year- To-Date Budget Report for the Year Ending January 31, 2014. Expended totals are exactly where they need to be for the period.
- IX. Library Director's Report – Sue Phillips distributed copies of the Director's Report dated January 14, 2014. The items were reviewed and discussed. Personnel changes were noted as follows: Francie Berger's hours have been expanded from 10 hours per week to approximately 30 hours a week to assist in staffing the Reference Desk and additional programming. Susan Slaga, a weekend Reference Librarian, has switched from Saturdays back to Sundays. Laurie Wormstadt's hours have been expanded by 3 hours per week to help with coverage in the Children's area.
- X. Friends of the Library Report – Sue Phillips reported that the Holiday Cookie Sale went very well, selling about 120 trays, and earning approximately \$1,000.00. There will be another Book Sale, the date to be determined.
- XI. Old Business –Building Maintenance – At the next Board meeting the members will review the Long Range Plans for Building Maintenance and will prepare a list of items to be evaluated.
- XII. New Business – Policy Review – Sue Phillips circulated a new Computer and Internet Use Policy, and the Board will review and revisit in February. – Staffing - The changes in Staffing have already been noted under the Director's report section. – 2014-2015 Budget – Sue Phillips has prepared a preliminary Budget for review. Discussion will continue at the February Board Meeting.

XIII. Trustees' Concerns – None.

XIV. Correspondence –A letter was received from the Association of CT Library Boards asking us to join. The question was raised that don't we already belong to this? It appears that we do, but this item will be researched further.

XV. Adjournment – The meeting was adjourned at 9:00 PM (Clements Wieliczka), by a unanimous vote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Marcia H. Downs". The script is cursive and fluid.

Marcia H. Downs